

Department/Agency	NC Department of Health and Human Services – Julian F. Keith ADATC (Black Mountain, NC)
Project Title	Administration / Admissions Building Upgrades
Design Services	Architecture/Engineering
Scope of Work	This project is for modifications to the Administration-Admissions Building. The building was constructed in 1969 and has yet to have a major renovation. This project will replace doors, ceilings and flooring as well as provide new paint and other miscellaneous items. The project will also replace the existing HVAC systems. Plumbing fixtures will be replaced and bathrooms configured to make them ADA compliant. The lighting, power and fire alarm systems will also be upgraded. An electronic card access/security system will be added. This is an update to previously approved OC-25: 20234420262
Contact	For site visits (by appointment only): contact Sam Ward For project questions: contact William Stevens
Telephone	(828) 273-3278 (Sam Ward)
Email	<a href="mailto:sam.ward@dhhs.nc.gov">sam.ward@dhhs.nc.gov</a>
Total Project Budget	\$6,553,000 (with \$1,310,600 Currently Available)
Source of Funds	2024-2025 Reserve for Repairs and Renovations
Approved OC-25 #	#20254420266
Publish Date	April 11, 2025
Closing Date	<b>Monday - May 12, 2025 by 3:00 pm</b>
Submit <b>ONE (1) Copy</b> of Letter of Interest and SF-254 in PDF format	William Stevens Phone: (919) 279-1463 Department of Health and Human Services Division of Property and Construction Email: <a href="mailto:william.stevens@dhhs.nc.gov">william.stevens@dhhs.nc.gov</a>  <b>Only ONE (1) electronic copy in PDF format is required to be emailed to Neal Enevoldsen at email address shown above.</b>
<b>Physical Location for Fed Ex/UPS Delivery (Delivery Address):</b>	<b>DHHS staff are working remotely. No paper copies are required to be submitted.</b>
NC Licensing Statement	In order to offer architectural, engineering, or landscape architectural services in response to this solicitation, the proposing firm must be properly licensed to practice Architecture, Engineering, or Landscape Architecture in the State of North Carolina. More information on the North Carolina state boards may be found at the following websites:  NC Board of Architecture: ( <a href="http://www.ncbarch.org">http://www.ncbarch.org</a> ) NC Board of Examiners for Engineers & Surveyors: ( <a href="http://www.ncbels.org">http://www.ncbels.org</a> ) NC Board of Landscape Architects: ( <a href="http://www.ncbola.org">http://www.ncbola.org</a> )

### **STATE BUILDING COMMISSION - SELECTING CRITERIA**

In selecting designers, the selection committee should take into consideration qualification information including such factors as:

1. Specialized or appropriate expertise in the type of project.
2. Past performance on similar projects.
3. Adequate staff and proposed design or consultant team for the project.
4. Current workload and State projects awarded.
5. Proposed design approach for the project including design team and consultants.
6. Recent experience with project costs and schedules.
7. Construction administration capabilities.
8. Proximity to and familiarity with the area where the project is located.
9. Record of successfully completed projects without major legal or technical problems.
10. Other factors which may be appropriate for the project.

### **STATE BUILDING COMMISSION - SUBMITTAL CRITERIA**

Proposing firms must submit THREE (3) copies of the Letter of Interest and THREE (3) copies of your current Standard Form 254 (SF 254) with the information package. The current SF 254 template is located at <http://ncadmin.nc.gov/businesses/construction/forms-documents> which is the State Building Commission approved form.

In the interest of cost-savings to the designers, consistency of the submittals and more efficient use of time by the pre-selection committee, the submitted information package should not include any notebooks, binders, tab, clips, etc. The format should be 8-1/2" x 11" pages stapled in the upper left-hand corner. The Letter of Interest should not exceed ten (10) single-sided pages or five (5) double-sided pages plus the SF 254.

**Fax submittals will not be accepted.**